

# Response to Fair Housing Discrimination Complaint

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Complainant's Name]

[Complainant's Address]

[City, State, ZIP Code]

## **Subject: Response to Complaint #[Complaint Number]**

Dear [Complainant's Name],

Thank you for bringing your concerns regarding housing discrimination to our attention. We take such matters seriously and are committed to ensuring fair housing for all.

After a thorough review of your complaint dated [Insert Complaint Date], we have conducted an investigation into the circumstances surrounding your allegations. Our findings are as follows:

- Summary of the complaint
- Findings related to your claims
- Any relevant policies or regulations

We have determined that [Insert Findings and Steps Taken]. We want to assure you that we are dedicated to addressing this issue and preventing future occurrences.

If you have any further information or concerns, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address]. We appreciate your patience as we work towards a resolution.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]